



Job Opportunity

<u>Tenure/Time Base:</u>	Retired Annuitant
<u>Classification:</u>	Administrative Law Judge I/II
<u>Division:</u>	Appeals Division
<u>Salary:</u>	\$7494 - \$9063/ \$7858 - \$9509
Final Filing Date:	Until Filled

POSITION DESCRIPTION

Under the general direction and supervision of the Chief Administrative Law Judge (ALJ), State Personnel Board, incumbent schedules, presides over and conducts evidentiary hearings under various provisions of the State Civil Service Act, including disciplinary appeals, appeals from rejections during probation, discrimination complaints, non-punitive terminations, and medical demotions/terminations; schedules, presides over and conducts hearings for cities and counties pursuant to the Local Agency Personnel Standards, California State colleges and universities pursuant to the Education Code; schedules and conducts settlement and pre-hearing conferences and investigations; administers oaths; issues subpoenas; advises hearing participants of their rights; rules on motions and objections; receives evidence; prepares proposed decisions for the review by the five-member SPB; and prepares correspondence and reports. Travel is a requirement of the position.

Special Personal Characteristics: Judicial temperament, self-motivation and tact.

WHO SHOULD APPLY:

Persons retired from state civil service with eligibility for an ALJ I/II position. Retired state employees are allowed to temporarily return to work without giving up retirement benefits. Appointments shall not exceed a total of 960 hours in any fiscal year. If you have any questions regarding eligibility, please contact Josie Hernandez at (916) 653-0446.

FILING INSTRUCTIONS:

Interested individuals should submit a standard application form (STD. 678), and/or resume to:

State Personnel Board
Attn. Josie Hernandez
801 Capitol Mall, MS 66
Sacramento, CA 95814

Applications will be screened and the most qualified will be interviewed. If you have any questions regarding the position, please call Ryan Pressley at (916) 653-1129.